



HARASSMENT POLICY

PURPOSE

To ensure that no employee feels that they are being subjected to harassment of any nature and to ensure a comfortable work environment.

POLICY AGAINST HARASSMENT AND COMPLAINT PROCEDURE

The Early Learning Coalition of Pasco and Hernando Counties, Inc. is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, color, religion, sex (with or without sexual conduct), national origin, age, protected activity, marital status, disability, veteran status or sexual preference. The Coalition strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, co-workers or subordinates. The Coalition will also attempt to protect employees from harassment by non-employees in the workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual, or physical conduct of a sexual nature.

COMPLAINT PROCEDURE

Any incident of harassment, including work-related harassment by any Coalition personnel or any other person, should be reported promptly to any member of management and/or to the President or Vice President of the Board of Directors. Supervisors and managers who receive complaints or who observe harassing conduct must inform the Executive Director immediately. It is the Coalition's duty to prevent and correct harassment. Therefore supervisors and managers receiving a report shall not agree to take no action or fail to report to higher management. Employees are not required to complain first to the direct supervisor. There is no specific method in which to make a report.

Every complaint of harassment that is reported will be investigated thoroughly and promptly. The Coalition will protect the confidentiality of allegations to the extent possible. An investigation of allegations is required and to be effective must include information about the alleged harasser and potential witnesses. However, information will be shared only with those who need to know and records will be kept on the same basis. In addition, the coalition will not tolerate retaliation against any employee for making a complaint.

In the case of Coalition employees, if harassment is established, the Coalition will discipline the offender. Disciplinary action for a violation of this policy's rules range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

Employees may make complaints to the Equal Employment Opportunity Commission (EEOC). For information on the nearest field office a toll free call may be made to 800-669-4000 and for hearing impaired individuals to the commission's TDD line at 800-669-6820. There is a time limit on complaints from the last date of unlawful conduct. A charge must be filed with the EEOC within 180 days from date of alleged violation. An extension of 300 days may be granted if the charge is also covered by a state or local anti-discrimination law.

ROLES AND RESPONSIBILITIES

The Executive Director will ensure that all employees are informed of and comply with the Coalition's policy. The Executive Director has the primary responsibility to receive reports of allegations of harassment.

Employees in management roles who receive a report alleging harassment shall ensure that the matter is promptly reported to the Executive Director.

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